



**CITY OF ST. LOUIS  
DEPARTMENT OF FINANCE  
OFFICE OF THE SUPPLY COMMISSIONER**

**CAROL L SHEPARD, CPA  
SUPPLY COMMISSIONER**

**FRANCIS G. SLAY  
MAYOR**

**1200 MARKET ST RM 324  
ST LOUIS MO 63103  
PHONE: 314-622-4580  
FAX: 314-622-4141**

**ADDENDUM NO. 1**

Promotional Items

Bid Opening Date – April 20, 2016

To: All Bidders  
From: Dotlyn Bedessie, Buyer  
Date: April 6, 2016  
Re: Promotional Items

This addendum shall be considered part of the Specifications for bid (except as noted otherwise) and is issued to change, amplify, or delete from or otherwise explain these documents where provisions of this addendum differ from those of the original documents. This addendum shall have precedence over the original documents and shall govern.

Q1: When we give you the final price on an item (specifically apparel) is that price to include the decorating of the garment?

A1: *No.*

Q2: Do we just put that cost on page 15 of the RFP?

A2: *Yes.*

Q3: Depending on how they want them decorated at the time they would just add the decorating costs to the prices we put in each designated space?

A3: *Yes.*

Q4: How many color imprints are we to bid on the novelties? (anything besides apparel) we are assuming 1-color imprint to save costs and set up; but wanted to make sure.

A4: *Please bid 1 color and list price for 2 or 3 colors.*

Q5: On the apparel including tees, hoodies, wind shirts etc. Do we bid those embroidered or screen printed?

A5: *List shirt, tees, hoodies, etc., list separate, and put embroidered or screen printed price on page 15.*

Q6: On t-shirts or hoodies, since white is cheaper than say Navy, should be bid the least expensive choice or is there a specific color you would like?

A6: *Yes, assume white but also bid prices for colors. Attach a sheet for any added information*

All bidders must attach this form to the original Bid/Quote Form. This completed form will serve as acknowledgement that this information has been received.

**ADDENDUM RECEIVED AND ACKNOWLEDGE**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date